

## **CHIEF ANIMAL CONTROL OFFICER**

**General Statement of Duties:** Under general direction of the Director of Public Health supervises and participates in enforcing ordinances governing the licensing, impounding, humane treatment, sanitation, and disposal of animals; supervises the operation of an animal control and enforcement program and operation of an animal shelter; and does related work as required.

**Distinguishing Features of the Class:** This is a supervisory position involving responsibility for enforcing federal, state, and city animal control and related laws, ordinances, and regulations. Incumbent institutes quarantine in animal bite cases; keeps case histories, records of animal impoundment, quarantine and of persons given medical treatment for animal bites; investigates complaints; keeps activity and personnel records and prepares reports. This person must utilize initiative and good professional judgment, maintain good public relations, and promote sanitary conditions and humane treatment of animals while strictly enforcing compliance with animal control laws.

### **Areas of Accountability:**

1. Directs and coordinates the activities of subordinates to assure the completion of assigned tasks.
  - Supervises, investigates, and resolves all complaints and bite reports;
  - Plans and assigns work to insure adequate animal patrol;
  - Plans and assigns work to insure adequate cleaning and feeding;
  - Determines animals to be euthanized;
  - Ensures adequate record keeping;
  - Reviews and evaluates performance of subordinate employees.
2. Instructs subordinates on proper work procedures.
  - Orients new employees;
  - Establishes continuing employee training;
  - Maintains compliance with all safety rules;
  - Explains and enforces work rules;
  - Supervises proper care and use of equipment.
3. Maintains open communication with both employees and the Director of Public Health.
4. Maintains proper records.
  - Counseling;
  - Time records;

- Daily logs including complaint response;
  - Impoundment, quarantine, and medical records;
  - Licensing records;
  - Financial records of money received and deposited with the City.
5. Establishes and maintains proper public relations and education.
6. Advises and makes recommendations.
- Develops annual budget proposal;
  - Develops and implement division policies, practices, procedures and priorities;
  - Makes recommendations to the Director of Public Health on employment, promotion, discharge or other personnel action.
7. Develops and implements comprehensive plans to accomplish the goals of the Animal Control Division.
8. Enforces all laws covering animals.
- Ensures prompt investigation of all complaints;
  - Ensures proper notices are given to enforce laws;
  - Ensures prompt legal follow-up.
9. Operates medical, scientific or animal control equipment.
- Inoculates animals;
  - Euthanizes animals;
  - Operates motor vehicle, radios, traps, etc.
10. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:** Knowledge of the basic laws and regulations governing the licensing, inoculating, quarantine, impounding, and care and destruction of dogs; familiarity with the symptoms of animal diseases; ability to keep records and accounts; ability to supervise and direct the work of subordinate employees; ability to maintain effective working relationships with staff, other agencies and the public; must be willing to take rabies shot on a periodic basis to reduce the possibility of rabies infection; must have and maintain a valid Iowa driver's license.

**Acceptable Experience and Training:** A combination of experience and training equivalent to a Bachelors level degree with major course work in the sciences plus two years experience in management or supervisory work.